

MAINTAIN USER ACCOUNT

All registered CM/ECF users will be given a user login and password. User account information from your registration form will be loaded into CM/ECF when your account is established. If you ever need to change your account information, you may do so using the Maintain Your ECF Account option. Through this option, you can update user name and address information, login and password, e-mail addresses, additional cases to receive Notice of Electronic Filing (NEF) and/or format of your NEF (html or text).

NOTE: Upon receipt of your login/password, you must update your electronic notice or e-mail settings and change your password. See below for step-by-step instructions.

Step 1 - Click on the **Utilities** hyperlink on the blue CM/ECF Main Menu Bar.



Step 2 - The UTILITIES EVENTS screen displays.

Utilities		
Your Account	Miscellaneous	Systems
Change Your PACER Account	Mailings...	
Internet Payment History	Verify a Document	
Internet Payments Due		
Maintain Your ECF Account		
View Your Transaction Log	Docket Cash Register Receipts	

Click on the **Maintain Your ECF Account** hyperlink.
For further information on each of these categories, click the (Help) icon.

Step 3 - The MAINTAIN USER ACCOUNT screen displays.

Maintain User Account

Last name	Attorney	First name	Joanna
Middle name		Generation	
Title		Type aty	
Office			
Address 1			
Address 2			
Address 3			
City		State	
Country		County	
Phone		Fax	
SSN		Tax Id	
Bar Id		Bar status	Mail group
Initials	DOB	AO code	Person end date

Email information... More user information...

Personal information based on your login will appear in the applicable fields.
Update your personal information on this screen.

Step 4 - To update electronic notice or e-mail settings, click on **E-mail Information**.

This screen will allow you to specify if you want to receive electronic notices of filings in specific cases, add additional e-mail address, and set certain preferences.

Primary e-mail address joanna_jones@gamb.uscourts.gov

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

Return to Account screen Clear

Primary e-mail address: Enter the e-mail address(es) to which the notifications should be sent. This address must be formatted to internet protocol or an error will be generated. It may be a good idea to have separate e-mail accounts - one for routine e-mail correspondence and a separate one for CME/CF activity if heavy volume is anticipated.

In addition to your primary e-mail address, you may have notices sent to additional e-mail address(es).

Send the notices specified below...

To my primary e-mail address - to activate CM/ECF notification, you must check this box.

Send notices in these additional addresses - Select or deselect in the box provided as appropriate. You can have notices sent to e-mail addresses other than your primary e-mail address. You may want to share notification of activity in a case with other members of your staff. When entering multiple e-mail addresses, separate each address with a semi-colon. Enter the secondary e-mail address(es) to which the notifications should be sent.

NOTE: If you decide to maintain a separate mail box for CM/ECF notices and you do not want to receive those notifications at your primary e-mail address, you will need to deselect this option by removing the check mark from the “to my primary e-mail address” box.

“Send notices in cases in which I am involved”

Select or deselect in the box provided as appropriate. Checking this box will automatically inform the user when any filing has been submitted in a case where this person is a participant. Trustees and US Trustees may find this advantageous for new filings as well as routine case activity.

“Send notices in these additional cases”

Select or deselect in the box provided as appropriate. Enter case numbers for each additional case for which you want notification. You do not have to be a participant in a case to receive notification of activity. Trustees and attorneys may want to be notified of transactions in cases in which they have an interest but are not active parties. It is possible to select both options.

“Send notice for each filing” Checking this box means you will receive e-mail notices throughout the day when activity occurs in the cases specified above. The subject line of the e-mail will describe the type of filing and the case number and name. Activity includes notification of claims as well as other entries to a case.

“Send a Daily Summary Report” This option will give you a comprehensive summary of one day’s activity once a day. Notification of claims will also be included in this mail list. A summary report includes the case numbers and titles of cases in which activity occurred for that day. The summary e-mail notification will display the docket event and the document number, including the hyperlink.

NOTE: You cannot elect to receive both separate notices and the summary report.

Format Notices

Enter the e-mail delivery method. This will be determined by your e-mail type.

The **html** format is for Netscape or ISP e-mail service and will include hyperlinks to the document or claim.

Text format is for cc:Mail, GroupWise and other e-mail services. This format will feature the URL of the .pdf document which can be copied and pasted into the location bar of your browser.

Select your e-mail preference.

Verify the information and click on [Return to Account screen].

The MAINTAIN USER ACCOUNT screen will appear again. (See illustration in Step 3)

Step 5 - If you wish to change your login or password, click on the [More user information] button and the following screen will appear.

More User Information for Joanna Attorney

Login	ja	Last login	08-01-2005 12:44
Password	XXXXXXXXXX	Current login	08-01-2005 12:44
Prid	739	Create date	07/15/2005
Registered	Y	Update date	07/18/2005
Internet Credit Card	Y		
Groups	Attorney		

Change the login and/or password.

Remember:

Logins and passwords are case sensitive

These are alphanumeric fields

Passwords have a maximum of 8 characters.

When you enter a new password, it is displayed on the screen. Your subsequent queries to this

screen will show only asterisks.

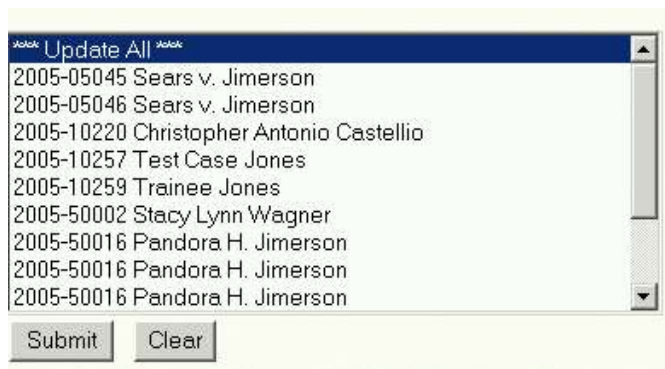
After information is entered,

Click the [Return to Account screen] button.

The MAINTAIN USER ACCOUNT screen will appear again. (See illustration in step 3). Verify that all of your account information is correct.

Step 6 - You must click on the [Submit] button to update the system with those changes you have made. If the [Submit] button is not used, the record will not be modified.

A list of cases you are associated with will then appear.



If you want this new information to apply to all of the cases, click on [***Update All***] at the top of the list. To change information only on certain cases, hold down the [Control] key after selecting the first case number and click on the others, one at a time, to highlight them.

When you have all of the desired cases or [***Update All***] highlighted, click [Submit] to apply the new information.

The system will update the records and inform you that they were updated.

The screen below confirms that the information has been submitted.

```
Updating person record...
Update Person Prid: 739

The update was successful.... prid 739 - Joanna Attorney

Participant records were not altered.

Set up automatic e-mail notification complete for Joanna Attorney
Send Notification in all cases for which you represent a party = on
Send Notification to primary e-mail address = on
Case list:

E-mail notice of electronic filings for selected cases= off
Summary e-mail = off
Primary e-mail Address: joanna_jones@gamb.uscourts.gov
Additional e-mail Address:

Formatting of notices = HTML (Internet e-mail)
```

If you checked any of the boxes for sending notices for each filing or sending a summary report, this screen will indicate that the option is turned on. Any additional case numbers and hyperlinks will be displayed under the case list heading. If an invalid case number was entered, you would receive an error message after submitting the data and be given the chance to back up and enter a valid number.

To exit the User Account information, you can click on another selection in the blue CM/ECF Main Menu Bar.

USER TRANSACTION LOG

All docketing activity is recorded in your User Transaction Log. This feature is found under Utilities on the CM/ECF Main Menu Bar. Click on the “View Your Transaction Log” hyperlink. Information in this log can be selected by date range. Click [Submit] to display the report. A typical excerpt from a transaction log is displayed below.

Transaction Log			
Report Period: 08/11/2005 - 08/16/2005			
Id	Date	Case Number	Text
24422	08/11/2005 13:17:07	05-10257	Opened New BK Case 05-10257
24550	08/11/2005 15:39:44	05-10259	Opened New BK Case 05-10259
24553	08/11/2005 15:40:53	1-05-bk-10259	Application to Pay Filing Fee in Installments filed by D Trainee Jones (Attorney, Joanna)
24557	08/11/2005 15:47:24	'05-50016'	Uploaded an order 92 and routed it to CRD-Inbox fo
24584	08/12/2005 09:42:54	5-05-bk-50080	Objection to (Application for Compensation) filed by GMAC (related document(s)[4] Application for Comp (Attorney, Joanna)
24730	08/15/2005 12:58:54		Updated person record: Joanna Attorney Prid: 739

This log may be useful in researching case filings. Dates, case numbers, times and document type are tracked. Your transaction activity is only accessible to you and Court systems staff.